

# Spotlight

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## 1981: The International Year of Disabled Persons

The General Assembly of the United Nations has designated calendar year 1981 as the International Year of Disabled Persons (IYDP). The purpose of the International Year is to draw attention to issues, problems, and activities of worldwide concern, establish long-term objectives, and encourage the development of programs designed to improve the lives of disabled persons. The UN resolution also established an IYDP theme of "full participation" for the world's disabled population.

IYDP activities are now in full swing in the United States. President Reagan signed a Proclamation on February 6 designating 1981 as the IYDP in this country. He called the 35 million disabled Americans "one of our most underutilized national resources" and pledged the cooperation of his Administration and of all Federal agencies under his jurisdiction.

### Federal Objectives

A Federal Interagency Committee for the IYDP has been formed, consisting of representatives from over thirty Federal agencies, and is co-chaired by the Secretaries of Health and Human Services, State, and Education. This Committee, along with the Federal Secretariat,

coordinates Federal agency activities with State and local governments, the private sector, and disabled consumers. It has established four major objectives for the IYDP:

- **AGENCY PLANS:** To suggest, stimulate and document Federal efforts through plans for improving the quality of life of disabled persons.
- **FEDERAL GOVERNMENT AWARENESS:** To support Federal agency observance of the IYDP by providing them with information and technical assistance.
- **PUBLIC OUTREACH:** To inform citizens about the observance of the IYDP and of the Federal long-term commitment to disabled individuals.
- **INTERNATIONAL INFORMATION EXCHANGE:** To disseminate information to the American and international communities about exemplary programs, volunteer activities, research findings, and technological innovations.

Many of the Federal Executive Boards and Federal Executive Associations, located in 116 major metropolitan areas around the nation, are also becoming actively involved in local community observances.

These Federal activities are complemented by the efforts of the U.S. Council for IYDP, a private sector consortium of businesses and organizations. The Council's three programs, the Community Partnership Program, the Corporate Partnership Program, and the Challenges of the New Decade Program, are developing community support and corporate participation in the Year's activities. The Council acts as a catalyst for national private sector efforts and local community activities in celebration of the IYDP.

### OPM Activities

Many Federal agencies are focusing special attention on the employment needs of disabled Americans this year. As the Government's central personnel agency, the U.S. Office of Personnel Management has been in the forefront of these activities. Some of the activities under way or planned at OPM include:

- a joint research project with the National Institute of Handicapped Research to assess functional requirements of individual jobs and functional capabilities of disabled workers. The goal is to enable selecting officials to determine appropriate accommodations for specific disabilities and jobs.
- development of a demonstration project to study ways of retaining employees who become disabled on the job. Techniques

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IYDP Symbol

Adopted by the United Nations



## IYDP

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will be demonstrated which prevent loss of productive employees, contribute to agency work force effectiveness, and make use of professional rehabilitation and occupational specialists as well as community-based resources.

- development of a publication entitled *Guide for Administering Examinations to Handicapped Individuals for Employment Purposes*.
- establishment of a task force on the special needs and problems of disabled women who are Federal employees.
- through the auspices of the Federal Interagency Committee, serving as IYDP Agency of the Month during October 1981.

### Agency Activities

Many other Federal agencies have been busy planning and implementing IYDP activities relating to employment of disabled persons. Some of these activities are imaginative and innovative:

The **Department of Agriculture** will develop workshops, exhibits and films on the training needs of disabled Federal employees.

The **Department of Justice** plans to purchase IBM "talking typewriters" for visually disabled typists, to allow them greater self-sufficiency in handling job requirements. Justice will also use its Sensory Assistance Center to display the latest technological devices which can assist disabled persons in performing job tasks.

The **National Endowment for the Arts** and the **President's Committee on Employment of the Handicapped** are developing a "Careers in the Arts" publication, which will feature disabled people who are artists, art administrators, or who are working in art-related fields.

The **Department of Labor** will use its Disabled Veterans Outreach Program to maintain a staff of disabled veterans in State Employment Service/Job Service offices in over

### HOW MANY?

There are over 35,000,000 disabled citizens in the United States, or about 15% of the total population. The Department of Labor reports that there are 7,200,000 "severely" disabled persons of working age, or about 6% of the national work force.

OPM's Central Personnel Data File (CPDF) indicates that in 1979 there were 134,026 disabled Federal employees, who comprised 6.4% of the total Federal non-Postal work force. 17,092 of these employees, or 0.8% of the total Federal non-Postal work force, report a "severe" handicap, as defined by EEOC. These data are based on self-coding.

100 cities. Its goal is to substantially increase the number of disabled veterans in training or jobs by the end of FY 1982.

The **Department of State** is reviewing and revising stringent requirements which make it difficult for disabled persons to qualify for Foreign Service appointments.

**ACTION** has set a goal of increasing the number of disabled volunteers by 5 to 10% this year.

The **Equal Employment Opportunity Commission** plans to issue a report to Congress on employment of disabled individuals, including veterans, by the Federal government.

### For More Info

Questions, comments, or ideas on Federal observance of the IYDP may be directed to Harold O'Flaherty, Executive Director, Federal Secretariat, IYDP, 330 C Street, S.W., Room 3124, Washington, D.C. 20201. Telephone: (202) 245-0170.

For information on world-wide activities, contact DESI/IYDP, Room 1061-H, United Nations Secretariat, New York, N.Y. 10017. Telephone: (212) 754-6867.

For U.S. private sector activities, contact the U.S. Council for the IYDP, 1575 Eye Street, N.W., Suite

430, Washington, D.C. 20005. Telephone: (202) 638-6011.

Information and technical assistance concerning employment of disabled persons in the Federal government may be secured from the Selective Placement Programs Office, U.S. Office of Personnel Management, 1900 E Street, N.W., Room 6514, Washington, D.C. 20415. Telephone: (202) 632-4437.



Dr. Donald J. Devine is the new Director of the U.S. Office of Personnel Management. An author and professor of government and politics at the University of Maryland since 1967, Devine, 44, has also served as special assistant to two members of Congress. In 1980 he served as a Regional Political Director and Deputy Director for Political Planning and Analysis for the Reagan/Bush Committee.

### Spotlight

Writer and Editor: Nathaniel M. Dautach

The Director of the United States of America Office of Personnel Management has determined that the publication of this periodical is necessary in the transaction of public business required by law of this agency. Use of funds for printing this periodical has been approved by the Director, Office of Management and Budget through May 30, 1982.

# What's New in Affirmative Employment?

## Hispanic Recruitment Sources Booklet

*Hispanic Employment: A Recruitment Sources Booklet, Including Recruitment Sources in Puerto Rico* is a comprehensive document containing lists of national, State and local Hispanic community organizations, as well as other information useful in recruiting Hispanics. Prepared by the national office of the Hispanic Employment Program, the 136-page booklet may be ordered from the Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402 for \$5.00 per copy.

## Listing of Noncompetitive Appointing Authorities

OPM's Office of Affirmative Employment Programs has developed a brochure entitled *Non-Competitive Appointments*. A handy, compact, and comprehensive document, it lists most of the Schedule A and B and other non-competitive appointing authorities, along with FPM references and qualifications requirements. The brochure will be available soon for purchase from the Superintendent of Documents, GPO. However, Federal agencies now have the opportunity to ride OPM's printing requisition for bulk orders at a reduced rate. For ordering instructions, see the Monthly Rider Bulletin for April 1981 (an FPM Bulletin in the code 171 series).

## Civil Rights Handbooks

The U.S. Commission on Civil Rights has released revised versions of two widely used civil rights handbooks.

**Getting Uncle Sam to Enforce Your Civil Rights** is a 59-page update of the 1979 edition. An excellent and comprehensive guide, the booklet identifies rights protected by Federal law in such areas as employment, education, housing, credit, and voting. It also explains procedures for filing discrimination complaints with the appropriate agencies based on race, color, sex, religion, national origin, age, or handicap. The booklet is also available in Spanish.

**The American Indian Civil Rights Handbook** is a 71-page update of the 1972 edition. It details the basic rights of American Indians both on and off the reservation, and explains how American Indians may go about getting help if they have complaints of discrimination.

Single copies of both publications are available free of charge from: USCCR Publications Warehouse, 621 N. Payne Street, Alexandria, VA 22314.

## IMFRA Info

The Interagency Minority and Female Recruiters Association (IMFRA) has developed a new publication called *How to Get a Federal Job*. Published in cooperation with the National Institutes of Health, Department of Health and Human Services, this booklet is available in English and Spanish. For free copies contact Ms. Mollie Awkard, Office of the Inspector General, USDA, 12th and Independence Ave., S.W., Administration Bldg., Room 17E, Washington, D.C. 20250.

## Unique Film on Disabled

Interested in raising the consciousness of your employees with regard to the employment of disabled persons? A recent short film, *A Different Approach*, developed by Norman Lear, provides a unique approach to this problem. Funny, offbeat, and upbeat, the film focuses on attitudes toward disability. Copies may be obtained through the President's Committee on Employment of the Handicapped, 1111 20th Street, N.W., Washington, D.C. 20210.

## EEOC Guidelines for Multi-Year Affirmative Action Plans

The Equal Employment Opportunity Commission (EEOC) has issued its long-awaited instructions on the preparation of multi-year (FY 82 to FY 86) Federal agency affirmative action plans. Dated January 23, 1981, and sent to all agency Directors of EEO and Directors of Personnel, EEOC Management Directive 707 outlines the steps agencies must take in conducting work force utilization analyses, setting hiring goals and timetables, and eliminating barriers to the employment of minorities and women. A supplementary package containing civilian labor force representation data and other clarifying materials was issued on March 19, 1981.

A feature article in the next issue of SPOTLIGHT will deal with the effects of these instructions on the Federal Equal Opportunity Recruitment Program (FEORP).



## Training Course in Career Planning

"In a period of retrenchment, internal mobility and training on the job for the next higher level position will be more important. New talent will be attracted if we better use the talent we have." With these words, OPM Director Donald J. Devine signaled, in his Senate confirmation hearing, that there would be a renewed focus on full utilization of employee skills and potential within the Federal service.

Achievement of this objective depends, in part, on employee initiative and the setting of realistic personal goals, combined with an understanding of the capabilities and the limitations of the Federal personnel system with regard to individual career goals.

In this connection, the EEO Training Institute of OPM's Personnel Management Training Center has developed a one-day course for delivery onsite at Federal agencies, entitled "Planning for Career Advancement." The course is designed to assist the target audience of employees at GS-9 and below in setting realistic career goals and taking the necessary steps to further their career aspirations.

Interested agencies may contact the U.S. Office of Personnel Management, Personnel Management

## National EEO Conference to Be Held

A privately-sponsored national conference on equal employment opportunity will be held this spring. The conference, entitled "Making EEO Work in the Federal System", will take place May 19-21 at the Mayflower Hotel in Washington, D.C. Sponsored by Equal Employment Educational Programs, a nonprofit consulting firm, the conference will feature discussion of the overall Federal affirmative action program, the Federal Equal Opportunity Recruitment Program, special emphasis programs for minorities and women, EEO Law, and the discrimination complaints process.

Key speakers include Representatives Robert Garcia and Harold

Washington, former EEOC Chair Eleanor Holmes Norton, and a representative (yet to be announced -- of press time) from the Reagan Administration. Workshop leaders will include A. Diane Graham, OPM's Assistant Director for Affirmative Employment Programs, Von Payton, President of the Interagency Minority and Female Recruiters Association, Nestor Cruz and Francesta Farmer of EEOC, Morris Sims of the Department of the Interior, and others.

For information on registration, contact Reginald Williams, Conference Coordinator, on (202) 596-3228.

## Digest of EEO Court Cases

OPM has issued a 1980 supplement to *Equal Employment Opportunity Court Cases*. The supplement, designed to be used with the main volume published in 1979, summarizes 104 decisions of the U.S. Supreme Court and the U.S. Courts of Appeals, as well as significant State appellate decisions dealing with equal employment opportunity and affirmative action. The

268-page publication is fully indexed and cross-referenced with the 1979 volume.

Designed primarily for State and local officials concerned with the legal aspects of EEO, the book covers cases dealing with both the public and private sectors, and is useful for anyone with an interest in fair employment practices.

Copies are available through the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402, at \$7.00 per copy. The stock number is 006-000-01227-2.

Training Center, PO Box 7230, Washington, DC 20044, for more information, or call (202) 632-9772.

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